



# Code of Conduct

## Required of Parents/Carers and Visitors on School Grounds

### Visitor and Volunteer Helpers Procedures

Throughout the school year teachers need volunteers to assist in classrooms and around the school in many facets of education. All volunteers must hold a Working With Children Check (WWCC) which can be obtained from the Office of the Children's Guardian website and Services NSW. Any volunteer who does not fulfil the requirement of a WWCC clearance will not be able to participate in the volunteer program.

#### **Parents, carers and other volunteers assisting with activities do so on the understanding that:**

- Teachers are responsible for the programs operating within the classroom and/or school.
- Teachers are in charge and have ultimate responsibility for the safety, welfare and care of the students.
- They accept joint responsibility for children under their care for the duration of the time at school.
- Their conduct and manners should at all times be acceptable and an appropriate model for students.
- They should refrain from smoking/ vaping in the presence or sight of students – the school is a government designated non-smoking area. There should be no smoking/ vaping within 4 metres of the school.
- They should not consume or have consumed drugs or alcohol prior to working with children.
- They should cooperate with teachers in charge to ensure safety and welfare of students.
- They should sign themselves in and out in the attendance folder at the front office when participating in school activities.
- They wear identification whilst assisting with students.

**Confidentiality is of prime concern. Parents/ carers and volunteers are not to discuss any information they obtain at school with anyone, other than the classroom teacher or the Principal.**

Any parent, carer or volunteer helper not fulfilling these requirements may be excluded from the school site. Your cooperation is sought and appreciated in maintaining a safe and happy school.

### Code of Conduct for Parents, Carers and Visitors

A code of conduct for parents, carers and visitors ensures that everyone who visits the school site is able to do so in a safe and harmonious manner and to ensure that students, staff, parents, carers and other visitors are not subjected to aggressive, hostile or violent behaviours.

#### **Parents, carers and visitors are expected to:**

- Treat all persons associated with the school with respect and courtesy;
- Ensure their child/children are punctual to class;
- Ensure requests for an interview can be done via phone, note or email to the school on [kensington-p.school@det.nsw.edu.au](mailto:kensington-p.school@det.nsw.edu.au) Attention to the class teacher.
- Allow staff to supervise, investigate and manage students without interference;
- Discuss issues or concerns about the school, staff or students through the correct procedures;
  - Firstly, the Class Teacher
  - Secondly, the Assistant Principal
  - Lastly, the Principal
  - No parent, carer or visitor is to approach other children or parents to discuss issues, incidents or concerns about another person's child.
- Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.

- Actual physical assaults or threatened physical assaults on students, staff, parents, carers or community members at the school or during the course of school activities;
- Behaviour in the presence of students, staff, parents, carers or other visitors to the school that causes alarm or concern to the students, staff, parents, carers or other visitors;
- Use of offensive language (ie swearing) in the presence of students, staff or other visitors to the school;
- Any interruption to the learning environment of the school such as entering classrooms without permission;
- Persistent entry to the school site without permission or a legitimate reason;
- Entering the school grounds without permission between 9.05am and before 2.30pm without presenting to the front office to sign in (unless there is a special event taking place at the school).

**Any person contravening this Code of Conduct is advised that the provisions of the ‘Inclosed Lands Protection Act (1901) and its Amendments’ will be followed if any of the following occur:**

## Animals Onsite

- Please note that section 14 (1) (e) of the Companion Animals Act 1998 states that dogs are prohibited from school grounds. This prohibition applies at all times, not just during school hours of 9am-3pm
- If you require a Support Animal to be onsite please speak with the office to complete all appropriate paperwork.

## Approaching the School

From time to time parents, carers or other members of the school community may need to approach the school in order to:

- Discuss the progress or welfare of their own child.
- Express concern about the actions of other students.
- Enquire about school procedures or practice.
- Enquire about the actions of staff.

It is therefore necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together.

**These guidelines aim to:**

- Provide a guide in order that concerns are dealt with in an open and fair manner.
- Ensure that the rights of students, staff and parents are respected and upheld.
- Support sensitivity and confidentiality.
- Help reach an agreed solution.

CONCERN	APPROPRIATE ACTION
<i>The academic progress of your own child</i>	<ul style="list-style-type: none"> <li>● Requests for an interview can be done via phone, note or email to the school on <a href="mailto:kensington-p.school@det.nsw.edu.au">kensington-p.school@det.nsw.edu.au</a> Attention to the class teacher.</li> </ul>
<i>The welfare of your own child</i>	<ul style="list-style-type: none"> <li>● For minor issues directly contact your child’s teacher to clarify information.</li> <li>● For more serious concerns, contact the school office. State nature of concern and arrange a suitable time to talk with the Class Teacher or appropriate staff member, such as the Assistant Principal.</li> <li>● To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. Please contact the office.</li> </ul>

<b><i>Actions of other students</i></b>	<ul style="list-style-type: none"> <li>● Contact the class teacher for a classroom problem.</li> <li>● Contact the Assistant Principal responsible for the relevant stage for playground problems and grade problems.</li> </ul>
<b><i>School procedures or practice</i></b>	<ul style="list-style-type: none"> <li>● Contact office. State nature of concern and make an appointment to see the Principal and/or appropriate member of staff.</li> </ul>
<b><i>Actions of a staff member</i></b>	<ul style="list-style-type: none"> <li>● Contact the teacher directly in the first instance.</li> <li>● For more serious concerns, contact the school office. State nature of concern and arrange a suitable time to talk with the Principal or appropriate staff member.</li> </ul>

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

**Under no circumstances should a parent directly approach another person's child.**

In very rare cases, where people wishing to express concerns, do so in an aggressive, threatening, intimidating or violent manner, the Principal (or nominee) has the legal authority under the 'Inclosed Lands Act' to:

- Direct the person to immediately leave the grounds.
- Call the police to remove the person should they refuse.
- Withdraw future permission (by letter) to the person to enter the grounds without permission of the principal.
- Seek further legal avenues.

The school will deal with issues between students as part of the school's Student Welfare Procedures.

Please take a look at the NSW School Community Charter for further information:

[Link: NSW School Community Charter](#)

***Reviewed and updated by the KPS School Staff May 2023***